



949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Finance Division Director

Department/Division:	CMO/Finance	Range:	56
Salary:	\$37.3320/hr-\$55.9980/hr		
Position Status:	Full-Time/At-Will		
FLSA Status:	Not Covered		
Closing Date:	Open Until Filled		
Job #:	11-2016-004		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

The Finance Division Director is responsible for the day-to-day financial operation of the organization. Incumbent directs fiscal and budget analysis activities, including supervision of accounting, auditing, budgeting, procurement, payroll, complex grant reporting, inventory and systems, manages the performance-based budget process, and develops and analyzes administrative systems.

Essential Job Functions:

- Supervises assigned projects, provides instruction and training for employees; makes independent decisions; plans and assigns work; evaluates and approves/disapproves leave requests; approves timesheets; checks final work to ensure compliance with established policies and procedures; recommends the hiring of new employees; recommends the promotion of employees; recommends salary increases for employees; recommends disciplinary action; assists in the resolution of grievances and/or complaints; provides feedback on work performance for employees; completes performance evaluations for employees; and drafts and implements policies and procedures
- Supervises the management of the general ledger, journal and records; including the posting and reconciling of revenues and expenditures; the production of financial statements; supervises accounts payable and the processing and auditing of invoices prior to payment
- Supervises accounts receivable and periodic billings; supervises payroll which includes; ensuring compliance with county, state, and federal rules &

regulations and statutes. Ensures compliance with local, state and federal laws in the processing of all financial transactions; supervises the budget process, which includes the preparation of the annual appropriations requests and monthly analysis of budgeted revenues and expenditures to actual revenues and expenditures; supervises the accounting and annual inventory of fixed assets

- Reviews investments and makes recommendations for best possible rates
- Coordinates interactive work sessions between the Finance Division and departments/elected offices within the County to provide financial information and education on policies, procedures and resources; coordinates various projects and performs financial analysis; assists in establishing formal policies and procedures; and provides and implements innovative ideas to be more efficient and productive
- Accumulates data for County Manager and Board of County Commissioners
- Presents monthly information to the Board of County Commissioners
- Maintains year to date budget information; coordinates various financial plans and processes between County Departments and County elected officials and establishes financial procedures for them; monitors and prepares financial disclosure reports for lobbyists or members of the public in accordance with the Public Records Act
- Assists with labor negotiations
- Responsible for completing the comprehensive annual financial report (CAFR)
- Maintains effective public relations with County elected officials, local, state and federal agencies, and general public

Knowledge / Skills :

- Knowledge of accounting theory, the principles and practices of administrative and fiscal management; the techniques of supervision; the preparation and analysis of governmental accounting, auditing, budgeting, purchasing and systems procedures; financial, and statistical reporting of financial software
- Ability to interpret statutes, rules and regulations and make recommendations accordingly; to exercise good judgment in evaluating situations and making decisions; to analyze, evaluate, summarize and compile budgetary, accounting and financial data
- Ability to present complex information to a variety of audiences
- Ability to meet deadlines; to plan, assign, direct and review the work of others; to initiate and implement administrative procedures and evaluate their effectiveness; to present comments and opinions clearly and concisely; and to work and communicate effectively with public officials, directors, fellow employees and the general public in a courteous, professional manner
- General knowledge of county and state government
- Ability to work independently as well as in a team environment
- Ability to maintain confidentiality
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders

Minimum Qualifications

- Bachelor's degree in Accounting, Finance or related field, plus seven (7) years experience in Accounting and/or Finance, of which 5 years must have been in a financial supervisory capacity. (Relevant experience may be substituted for education on a year for year basis).
- Must possess a valid unrestricted New Mexico driver's license.

Working Conditions:

Work is performed in an office setting. Work schedule may include irregular hours. Travel may be required. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. May be required to drive a County vehicle.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:
Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501
Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.

Revised 10/13/16